Competitive Edge

Businesses today are competing for the same employees, and striving to stay ahead of the competition. By having a well-selected and highly trained workforce, your business can have the competitive edge it needs!

Job Task Analysis

Job Task Analysis is a process used to identify (in detail) the job skills along with their importance, and define skill levels needed to perform effectively within an occupation or a position.

Contact Information

For more information please contact one of our certified consultants:

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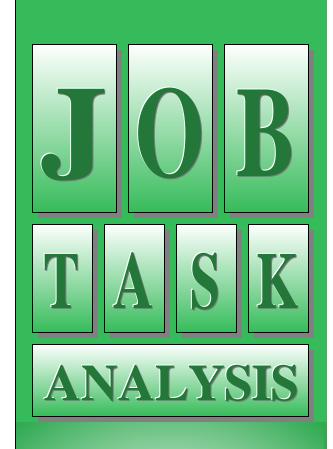
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Workforce Programs JSND-6083 (4-02)

Job Service North Dakota is a Proud Member of America's Workforce Network.^{5M} We are an Equal Opportunity Employer Program Provider. Auxiliary Aids and Services are Available Upon Request.



Offering Future Solutions Now



Where employers and employees meet.

Experience the Benefits of Job Task Analysis

Skill level information can be used to:

- Aid in employee recruitment
- Improve employee selection
- Reduce employee turnover
- Identify training needs
- Increase productivity
- Identify succession planning
- Assist in defining job descriptions

The Job Task Analysis process and tools meet uniform guidelines on employee selection.

How Job Task Analysis Works

Job Service North Dakota customer service office consultants:

- Gather and review information about the position and the company.
- Meet with employees and supervisors regarding the position being analyzed.
- Work with employees and/or supervisors to ensure that the analysis accurately and completely describes the position.
- Work with employees to rank and explain the skills judged to be the most critical in performing the job.
- Report the results of the Job Task Analysis session to the business and/or organization.
- Offer businesses and/or organizations job-related criteria to assist in making selection, promotion, and training decisions.

Tools Used By Job Service North Dakota

Certified consultants from Job Service North Dakota customer service offices utilize products of AES International and American College Testing (ACT) **WORKKEYS**_®.

AES International

 Used by over 800 businesses, and 32 states

ACT

- Used by 2,243 companies in 40 states
- Used by educational institutions in 48 states
- Over 6,000 jobs have been profiled nationwide